

**Education Cabinet**

**Kentucky Board of Education**

**Department of Education**

**(Amendment)**

**702 KAR 6:045. Personnel; school nutrition [food-service] employee qualifications.**

RELATES TO: KRS 156.031, 156.160

STATUTORY AUTHORITY: KRS 156.160

NECESSITY, FUNCTION, AND CONFORMITY: [~~KRS 156.031 requires that administrative regulations relating to statutes amended by the 1990 Kentucky Education Reform Act be reviewed, amended if necessary and resubmitted to the Legislative Research Commission prior to December 30, 1990;~~] KRS 156.160 requires the Kentucky [State] Board of for Elementary and Secondary Education to adopt administrative regulations deemed necessary or advisable for the protection of the physical welfare and safety of public school children. This administrative regulation prescribes necessary qualifications and training of beginning school nutrition [food-service] employees.

Section 1. No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily and meets the requirements of 902 KAR 45:005, Section 11.

Section 2. A condition of initial employment in a school kitchen shall be completion of the beginning nutrition [food-service] personnel training course prescribed by the Kentucky [State] Board of for Elementary and Secondary Education and issuance of a Kentucky

nutrition [~~food-service~~] employee certificate by the chief state school officer, based upon evidence submitted to the Kentucky Department of Education, Division of Nutrition and Health [~~School Food~~] Services, from a certified instructor that all training requirements have been fulfilled under the provisions of this administrative regulation. The prescribed training course for certification of beginning school nutrition [~~food-service~~] personnel shall consist of the following instructional units and minimum instructional clock hours:

(1) School food service rules and administrative regulations - 1 hour;

(2) Sanitation - 1 hour;

(3) Safety and first aid - 1 hour;

(4) Food preparation and merchandising - 1 hour;

(5) Equipment use and care - 1 hour;

(6) Efficient use of resources - 1 hour; and

(7) Nutrition education - 1 hour.

Section 3. Those incumbent school nutrition [~~food-service~~] personnel who voluntarily complete the beginning school nutrition [~~food-service~~] personnel training course shall also be issued a Kentucky school nutrition [~~food-service~~] certificate as prescribed in Section 2 of this administrative regulation.

Section 4. All certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four (4) hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in Section 2 of this administrative regulation.

Section 5. The local school food authority may issue a temporary school nutrition [~~food-service~~] employee permit if it is necessary to initially employ an applicant on an

1 emergency basis as a replacement or additional staff position, provided that the applicant  
2 meets the qualifications sets forth in Section 1 of this administrative regulation. This permit  
3 shall be valid only for a period of forty (40) work days and shall be nonrenewable. In order  
4 to continue working after this forty (40) day period has expired, the applicant shall fulfill  
5 the requirements of Section 2 of this administrative regulation.

6 Section 6. Beginning substitute school nutrition [~~food service~~] personnel shall fulfill the  
7 following requirements:

8 (1) Be employed with a temporary permit for forty (40) work days from the date of  
9 employment;

10 (2) A substitute certificate shall be issued upon completion of four (4) hours of training as  
11 defined in Section 2 of this administrative regulation in the following areas:

12 (a) Equipment use and care;

13 (b) Safety and first aid;

14 (c) Sanitation; and

15 (d) Food preparation and merchandising.

16 (3) Renewal of this certificate shall be based upon satisfactorily completing two (2) hours  
17 of training in any of the areas listed in Section 2 of this administrative regulation.